

## CHAPTER 2

### MATERIAL PROCUREMENT

#### 2000 INTRODUCTION

The guidance herein is intended to support and amplify existing procedures.

#### 2100 GENERAL GUIDANCE

All unit/detachment procurement actions will be processed using the Fund Administration and Standardized Document Automation (FASTDATA) system. Off-line procurement documents are prohibited due to an inherent loss of financial accountability between FASTDATA and the Standard Accounting and Reporting System (STARS). MOMAG CO/OICs are responsible for ensuring their command does not over obligate.

#### 2101 FASTDATA

The FASTDATA application provides supply personnel with an efficient system to manage, track, and provide reports pertaining to the allocation of funds. FASTDATA is a microcomputer-based, menu-driven, windowed environment that is designed to generate standard source documents and satisfy all resultant accounting requirements at both the fund administrator (FA) and unit/detachment levels.

#### 2102 MILITARY STANDARD REQUISITIONING AND ISSUE PROCEDURES

The Military Standard Requisitioning and Issue Procedures (MILSTRIP) will be used for ordering all material from the Navy supply system, other military installations, Defense Logistics Agency, and the General Services Administration. Reference (a) contains detailed MILSTRIP information.

#### 2103 PREPARATION OF THE NAVSUP FORM 1250-1

The NAVSUP Form 1250-1 is a seven part multi-purpose form to be used as a requisition/consumption reporting document by all MOMAG unit/detachment. Detailed procedures for completion of the NAVSUP Form 1250-1 are outlined in reference (a).

#### 2104 PREPARATION OF THE DD FORM 1149 (FASTDATA)

1. Creation of DD Form 1149 establishes a commitment transaction when uploaded to the official accounting system. The DD Form 1149 is initially treated as a request for procurement. If the five-position serial range is selected from the select serial range menu, creating

an SDN with "RQ" as the 9th and 10th positions of the document control number. The DD Form 1149 requires a contract to generate an obligation transaction. See paragraph 2104.3.

2. The DD Form 1149 will be used to process all purchases made using the government-wide commercial purchase card and all purchase orders processed by MOMAG units/detachment.

3. Enter/Update Contract. This option from the maintain document menu allows posting of contract information or modification of information previously entered. This option will affect the status of OPTAR funds if the contract amount is different than the commitment amount. Creation of a contract record establishes an obligation transaction with the amounts from the contract being entered. Without this obligation transaction, charges cannot be incurred against the document.

a. When entering a contract number with an "A", "G", "D" or "H" in the ninth position of the contract number, you will be required to enter a call or delivery order number.

b. When entering a credit card purchase with no associated contract number, simply repeat the document number in the contract number field.

#### 2105 PREPARATION OF THE NAVCOMPT FORM 2275 (FASTDATA)

1. The NAVCOMPT Form 2275 will be used to procure all work and services from Department of the Navy sources. Creation of a NAVCOMPT Form 2275 establishes a commitment transaction that will be up-loaded to the official accounting system. There are two formats for the NAVCOMPT Form 2275, the economy act and the project order. Both formats require acceptance to generate an obligation transaction. Entering data for the NAVCOMPT Form 2275 (project order) uses the same screens and fields as NAVCOMPT Form 2275 (economy act). The system generated format of the DCN for each of these documents is different. The 9th and 10th positions of the DCN for economy act documents are "WR", while for a Project Order they are "PO".

#### 2106 ACCEPTANCE OF THE NAVCOMPT FORM 2275 (FASTDATA)

Once the unit/detachment receives the acceptance copy of a NAVCOMPT Form 2275, the document must be accepted in FASTDATA. Until acceptance in FASTDATA occurs, charges cannot be incurred against the document by DFAS. FASTDATA will create an obligation transaction for up-load to the official accounting system when a NAVCOMPT Form 2275 is accepted. If you accept a basic document that has amendments, the amendments will not be accepted simultaneously. You may either accept them individually or accept just the latest amendment, in which case all the associated amendments, if any, and the basic document will be accepted.

## 2107 AMENDMENT OF THE NAVCOMPT FORM 2275 (FASTDATA)

Occasionally, it is necessary to increase or decrease the obligated amount on a NAVCOMPT Form 2275. Whenever additional funds are required or funds being recouped becomes necessary, the NAVCOMPT Form 2275 must be amended to alter the obligation amount. Amendment of the NAVCOMPT Form 2275 is completed through selection of the amend NAVCOMPT Form 2275/NAVCOMPT Form 2276/DD Form 448 option of the maintain document menu in FASTDATA. Just as with a new NAVCOMPT Form 2275, the acceptance of each amendment must also be posted to FASTDATA before charges can be posted against the document.

## 2108 PRIORITY DESIGNATOR (PD)

1. An integral part of the MILSTRIP is the requirement to assign priorities in accordance with standards set forth in the Uniform Material Movement and Issue Priority System (UMMIPS). In moving and issuing material, it is necessary to establish a common basis to determine the relative importance of competing demands for resources of the logistics systems, such as transportation, warehousing, requisition processing, and material assets. The basis for expressing the military urgency of a requirement is the priority designator (PD) which ranges from 01 (highest) to 15 (lowest). The PD assigned to a requisition determines the timeframe that the requirement will normally be processed by the supply system. Except as prescribed in subparagraph 2, the PDs to be used in requisitioning material or services will be determined by the requisitioner's assigned Force/Activity Designator (FAD) and the applicable Urgency of Need Designator (UND) in accordance with paragraphs 2109, 2110, and 2111.

2. UMMIPS authorizes the assignment of specified PDs in requisitions for certain material requirements, regardless of the requisitioner's assigned FAD. The types of material and the PD authorized for each type are described in reference (a), and are authorized only for immediate end use requirements.

3. Limitations on High Priority Requisitions. The quantity of material included on PD 01 through 08 requisitions will be restricted to that amount necessary to satisfy the immediate end-use requirement. Additional quantities required to replenish stock will be requisitioned under the appropriate PD 09 through 15. MOMAG high priority requisitions (PD 01-08) are limited to 55 percent of the total quantity of requisitions.

## 2109 FORCE/ACTIVITY DESIGNATOR (FAD)

### 1. Definitions:

a. Force/Activity. A force/activity is:

(1) A unit, organization, or installation performing a mission or function.

(2) A body of troops, ships, or aircraft, or combination thereof.

(3) A function, mission, project, or program including those under security assistance programs.

b. Force/Activity Designator (FAD). FAD is a Roman numeral (I-V) which identifies and categorizes a force or activity on the basis of its military importance.

2. Assignment of FADs. FAD assignments are made by the Secretary of Defense, Joint Chiefs of Staff, or designated DOD authority as described reference (b). The lowest FAD required to indicate the activity's relative importance to national objectives is assigned. Reference (a) provides a detailed description of FAD assignments.

#### 2110 URGENCY OF NEED DESIGNATOR (UND)

MOMAG CO/OICs must ensure urgency of need designators are not abused. Planning ahead will help prevent such.

1. The urgency of need designator (A, B, or C) indicates the relative urgency of need for a requirement by a force or activity. The basic criteria and guidance for a requisitioning force or activity to determine the urgency of need of a requirement and to select the proper priority designator that reflects the relative importance of the requirement are set forth in reference (a).

2. Table 2-1 lists the general criteria for determining UNDs. These criteria should be reviewed and understood by all activities and should be used to develop local tables of UND criteria when the tables in reference (a) are not applicable.

#### 2111 SELECTION, ASSIGNMENT, AND REVIEW OF PRIORITY DESIGNATORS

1. An activity's assigned FAD, in conjunction with the UND applicable to the requirement, determines the appropriate PDs to be assigned in requisition documents. The authorized PD (01-15) will be derived from Table 2-2 by matching the assigned FAD (I-V) with the applicable UND

(A, B, C). As indicated in the table, only three PDs normally are authorized for each FAD.

Table 2-1. Urgency of Need Designator (UND) Criteria

UND	DEFINITION
A	1) Requirement is immediate. 2) Without the material needed, the activity is unable to perform one or more of its primary missions. 3) The condition noted in definition (2) has been reported by established NORS/CASREP procedures.
B	1) Requirement is immediate, or it is known that such requirement will occur in the immediate future. 2) The activity's ability to perform one or more of its primary missions will be impaired until the material is received. It is recognized that requirements of this nature may have an arithmetically progressive effect on the activity's ability to perform its mission. The need for one or two items may only cause mission performance to be impaired, in which case, UND "B" will be used in determining the priority designator to be assigned in the requisitions. However subsequent failures of several additional items in the same equipment or system may cause an activity to be unable to perform its mission, in which case, UND "A" will be used in determining the priority designator authorized for all related requirements. At the time UND "A" is used, a NORS/CASREP report will be made. 3) Outfitting and replenishment requisitions for Q COSAL allowed reactor plant components, equipment, repair parts, special tools, and other material required to support reactor plant systems.
C	1) Requirement is routine. 2) Required for stock replenishment of overseas forward area supply activities, including CINCLANTFLT ships.

Table 2-2. Priority Designator Selection Matrix

Urgency of Need Designator		Force/Activity Designator(FAD)				
		I	II	III	IV	V
A	Unable to Perform	01	02	03	07	08
B	Performance Impaired	04	05	06	09	10
C	Routine	11	12	13	14	15
		Priority Designator (PD)				

2. The CO/OIC of a requisitioning activity is responsible for the accurate assignment of priority designators consistent with the FAD of the unit, the urgency of need, and the validity of the required delivery dates assigned. To ensure proper assignment of PDs, each CO/OIC will:

a. Review all requisitions for UND "A" requirements to ensure that the assigned PD (01, 02, 03, 07, or 08) accurately reflects the unit's authorized FAD, is a bonafide UND "A" requirement, and that supply and production personnel jointly have researched every feasible means of satisfying the requirement, including such expedencies as the use of serviceable repairables or interchangeable/substitute items, cannibalization of unserviceable repairables, local repair/fabrication, etc.

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b. Review or designate in writing the individuals authorized to review requisitions for UND "B" requirements (PD 04, 05, 06, 09, or 10).

c. Incorporate into the training program a quarterly requirement for providing instructions on the purpose and use of UMMIPS to all personnel who prepare or process requisitions or assign/approve UNDS in issue requests or PDs in requisitions.

d. Require the preparation of a monthly UMMIPS performance report which will reflect the numbers (and percentages of the total number) of UND "A", "B", and "C" requirements submitted into the supply system during the previous month. (These reports, which are to be retained for one year for inspection purposes, will be used to measure the activity's UMMIPS performance and to initiate corrective action if the limitations prescribed in par. 2110 are exceeded).

e. Direct that all Material Obligation Validation (MOV) requests received from supply sources be promptly and properly processed in accordance with reference (a).

#### 2112 PROCESSING TIME STANDARDS

UMMIPS standards, indicated in reference (a), are established for normal processing of material requests for items that are stocked and available for issue from supply systems and will be used for measuring the effectiveness of actual supply system performance. If PDs indicated do not meet delivery requirements, an RDD assigned in accordance with reference (a) will be entered in card columns 62-64.

#### 2200 PROTECTIVE EQUIPMENT, SAFETY CLOTHING, AND ACCESSORIES

1. Under Title 10, U.S. Code, Sec. 7203 and 7205, authority is granted to the Secretary of the Navy to make such expenditures from appropriated funds as he may consider necessary for the safety and occupational health of personnel of the Department of the Navy. Such authority includes the purchasing of clothing, safety equipment, and other protective materials.

#### 2. Protective Articles:

a. Personnel engaged in hazardous occupations will be furnished, at no personal expense, protective articles that they would not be expected to own or possess in non-hazardous occupations. In addition, protective articles, as required, will be furnished for the protection of the person against inclement elements or operations that they are assigned, e.g., working parties, outdoor material movement, refer operations. Commanding Officers/Officer-in-Charge shall ensure that appropriate procedures are established so that only authorized

personnel participate in this program and replacement actions are carefully monitored. The following are examples of protective articles:

- (1) Safety helmets
- (2) Noise protection/ear plugs
- (3) Ordinary work gloves
- (4) Eye Protectors
- (5) Safety goggles/glasses
- (6) Rubber gloves and aprons
- (7) Welders' masks and jackets
- (8) Respirators
- (9) Molders' shoes

b. Following a statement accepting responsibility for loss. Individual items such as foul weather jackets require individual custody signature. Items used by several personnel, such as rain gear, require custody signature by the cognizant Department Head. Organizational clothing should be inventoried at least semi-annually and coincide with recall of items due to seasonal changes. A local form containing all elements included in Figure 8-1 must be used to track issue and custody of all material listed in the preceding subparagraphs.

2201 ORGANIZATIONAL CLOTHING. Refer to Section 8 of this instruction.

2202 AUTOMATED DATA PROCESSING (ADP)/COMMUNICATIONS EQUIPMENT

1. CNO and SECNAV directives dictate that all ADP and telecommunications equipment/services be centrally controlled, therefore, all requirements for ADP and telecommunications equipment and/or services must be approved by COMOMAG AIS/Communications Department. ADP and telecommunications equipment and/or service includes the following:

a. Computer systems and peripheral devices, e.g., CPU, monitor, printer, etc.

b. Computer hardware

c. Computer software

d. Computer maintenance service

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- e. Facsimile equipment
- f. Telephones (including cellular)
- g. Telephone services (including cellular service/air time)
- h. Beepers and associated service costs
- i. Internet services

2. The intent of this policy is to ensure efficient use of financial resources in the procurement of state-of-the-art equipment that meets current and future DOD ADP standards.

3. Consumable items required for operation of ADP and telecommunications equipment are approved for purchase with unit admin funding. Examples include toner/ink cartridges, floppy diskettes, tape cartridges, etc.

4. Cellular telephones and associated services.

a. Cellular telephone use is restricted to emergency communications that require immediate action on behalf of the person being contacted. Unless immediate action is required, use of beepers is the preferred method of contact.

b. In view of the above restrictions, units will limit the lease/purchase of cellular telephones and services to a maximum of three at any given time. Requests to deviate from this policy must be submitted in writing to COMOMAG providing detailed justification for the increased requirement.

5. Beepers and Associated Services.

a. Beeper usage is restricted to critical personnel with whom 24-hour contact is required. The use of nation-wide beeper service is generally cost prohibitive and should only be considered when critical personnel spend more than 25 percent of their time outside the local area on official travel. If it is determined that nation-wide service is required, the associated beeper should be checked out on an as needed basis.

b. In view of the above restrictions, units will limit the lease/purchase of beepers and associated services to two for local service and one for nation-wide service at any given time. Requests to deviate from this policy must be submitted in writing to COMOMAG providing detailed justification for the increased requirement.



6. Long distance calling cards. When necessary for effective communications with key personnel on official government travel, long distance calling cards may be provided on an as-needed basis. Except for the CO/OIC and XO, these cards should be centrally controlled and checked out as required for official travel.

7. The decision to purchase or lease communications equipment will be based on the analysis of the associated costs for each option. Further guidance on use of communications systems and equipment is contained in reference (c).

#### 2203 DUPLICATION AND OFFICE COPYING EQUIPMENT

A Defense Printing Service (DPS) authorization number must be requested to lease or purchase duplicating and copying equipment. Lease or lease-to-ownership of equipment is a proper charge to site admin funds. Units must request permission from COMOMAG prior to purchasing any copying equipment.

#### 2204 RECREATIONAL MATERIAL

Guidance for procuring recreational material considered necessary or desirable for the health, fitness, and welfare of command personnel can be found in references (a) and (d). Appropriated funding is not authorized.

#### 2205 GIFTS AND MEMENTOS

Official Representation Funds (ORF) are the only funds authorized for procurement of gifts and mementos. Welfare and recreation funds are not authorized for these items. ORF funds are allotted to the Commanders-in-Chief (CINCs) for proper entertainment of U.S. and foreign officials and dignitaries at official functions. When the procurement of gifts and mementos is desired for use, in extending official courtesies on behalf of the U.S. Government at official functions, a justified request for an ORF fund authorization will be submitted via the chain of command to the appropriate CINC (or to a designated subordinate commander, if so directed by the CINC). The desired gifts and mementos will not be procured until after the requested fund authorization has been granted. Guidelines for the use of ORF funds, with specific instructions applicable to gifts and mementos, are set forth in reference (e).

COMOMAG/MOMAG does not receive ORF dollars and as such cannot grant or authorize such expenditures.

#### 2206 SPECIAL EVENTS AND CEREMONIES

1. Costs incident to a change of command, commissioning, or decommissioning, such as renting of tents, assembling speaker

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platforms/chairs, and renting a ceremonial facility, etc., are chargeable to the unit's admin funds. DO NOT use admin funds for any costs related to receptions associated with these ceremonies. Receptions shall be paid for by the outgoing and/or incoming CO/OIC.

2. Retirement Ceremonies.

a. When coincident with a change of command, a retirement ceremony is official and appropriated funds may be used for printed materials.

b. A military retirement not coincident with a change of command may be judged official by the CO/OIC in those instances where the activity authorizes and funds an official retirement ceremony. When so determined in writing by the CO/OIC to the local Defense Printing Service (DPS) component, the unit/detachment's appropriated funds may be used.

3. Official announcements of official retirement and change of command ceremonies may be mailed using appropriated fund postage. An invitation to a related reception immediately following such ceremonies may be included in the official mailing announcement if it does not result in any increased cost to the government and does not include an advertisement for or endorsement of any enterprise.

2207 MEDALS, TROPHIES, BADGES AND PLAQUES

1. References (f) and (g) authorize using appropriated funds to procure trophies, badges (and similar devices) and the first award of medals or ribbons when there is no corresponding medal. These are not authorized for purchase on the purchase card; the command must utilize the Navy stock system. Plaques are considered similar devices to badges and therefore may be procured and presented for excellence in accomplishment or competition (excluding sports and welfare activities). The end of a tour of duty alone is not sufficient justification for presentation of a plaque, unless superior professional performance is being recognized concurrently.

2. Appropriated funds may be used to purchase plaques to be given to civilian employees as authorized awards for recognition of special contributions.

3. Cash awards are expressly prohibited.

4. Using OPTAR funds to procure uniform items or accessories, including qualification devices and ball caps, is not authorized.

5. All activities will maintain a log indicating the date, the recipient, and the reason for presentation of medals, trophies, badges, and plaques purchased with OPTAR funds.

## 2208 BUSINESS CARDS

1. Department of the Navy appropriated funds, with the one exception being recruiting, are not authorized for procuring business cards for DON personnel. The restrictions on the use of appropriated funds include both traditional printing and the specific procurement of software or consumables to enable desktop publishing of business cards. This is subject to AIS/Communications Department approval.

2. Under the DOD Joint Ethics Regulation, Section 2-301b, federal employees are authorized to use government equipment for permissible personal uses under specified circumstances, with the advance consent of the Commanding Officer/Officer-in-Charge. The CO/OIC may approve the use of government equipment, such as desk top printing equipment for a subordinate's personal use when it:

- a. Is of reasonable duration and frequency
  - b. Will not affect the performance of official duties by the employee or the organization in an adverse way
  - c. Serves a legitimate public interest
  - d. Will not reflect adversely on the service or the DON component
  - e. Creates no significant additional costs to the DON component.
3. An employee seeking to use government equipment to make government business cards should provide any necessary business card stock at his/her own expense in order to meet the above requirements.

## 2300 CONTRACTING

The site CO/OIC does not have general procurement authority. Except for micro-purchases (less than \$2,500) made by authorized card holders in the government-wide Commercial Purchase Card Program, all purchase requests for non-standard items must be sent to the local procurement office.

## 2301 UNAUTHORIZED COMMITMENTS

It is illegal for anyone other than a properly appointed Contracting Officer to make a purchase for the government. Personnel without contracting authority who order supplies or services, change the terms of an existing purchase, or commit the government to pay a vendor for any supplies or services may be held personally liable for the cost of the transaction (supplies or services) and are subject to disciplinary action.

## 2302 PROMPT PAYMENT ACT/INTEREST PENALTY PAYMENTS

The Prompt Payment Act, Public Law 97-177, requires payment of an interest penalty to U.S. vendors for those invoices not paid by the due date. Payments for most procurements are due within 30 days from receipt of services or invoice. Invoices improperly prepared must be returned to vendors within 15 days of receipt. Interest, compounded every 30 days, is payable from the day following the invoice payment due date until actual payment date. Interest penalty payments to vendors must be absorbed within existing funds. Correctly processing invoices immediately upon receipt using the Invoice Processing Check-Off Sheet, Figure 2-1, should alleviate interest penalty payments.

## 2303 PURCHASE ORDER CONTROLS

All units will establish procedures to ensure prompt and accurate payment of bills. The following minimum controls will be maintained:

1. Prepare and maintain a Purchase Order Log (Figure 2-2).
2. For purchase orders not under Fleet Fast Pay procedures, attach an Invoice Processing Check-Off Sheet (Figure 2-1) to each purchase order, DD Form 1155.
3. Maintain the following files:
  - a. Outstanding File: Consists of outstanding obligation source documents, i.e., 1250-1 with 1348-6, 1250-2, DD Form 1149, etc., and outstanding contracts, DD Form 1155, in which the RDDs have not lapsed.
  - b. Suspended File: Contains contracts that have not cleared DFAS; material not received (follow-up initiated) 30 days past RDD.
  - c. Completed File: Consists of contract documents that have cleared through DFAS.
4. Use the following follow-up procedures:
  - a. Initiate follow-up action on material and services when the RDD cited in Block 10 of DD Form 1155 has lapsed.
  - b. Using the Follow-up/Tracking Log, Figure 2-3, to document follow-up on material, i.e., by phone call, letter, message, etc. Place the log in the purchase order file folder. A separate Follow-up/Tracking Log should be used for each document number.

**INVOICE PROCESSING CHECK-OFF SHEET**

\_\_\_\_\_ Purchase order/contract attached.

\_\_\_\_\_ Original invoice attached (or disposition of original).

\_\_\_\_\_ Invoice itemized.

\_\_\_\_\_ Vendor's name and address on invoice and contract/purchase order agree.

\_\_\_\_\_ Correct contract/purchase order number shown on invoice.

\_\_\_\_\_ Invoiced items appear on attached contract.

\_\_\_\_\_ Certification as to receipt shown on contract/purchase order.

\_\_\_\_\_ Accounting data correct.

\_\_\_\_\_ Contract not expired.

\_\_\_\_\_ Being submitted to correct paying office.

\_\_\_\_\_ Letter of determination/justification attached (if required).

\_\_\_\_\_ Discount label attached.

\_\_\_\_\_ Required bids filed (if over\$ 2,500v and being purchased by procurement office.)

\_\_\_\_\_ Retained copy of contract/purchase order annotated as to:

    Date material received \_\_\_\_\_

    Date dealers bill received \_\_\_\_\_

    Number of dealers bill \_\_\_\_\_

    Date forwarded for payment \_\_\_\_\_

    Mailed/hand carried

    Paying Activity      DFAS      Other

\_\_\_\_\_ Signature of Invoice Processing clerk/date

Completed copy of the check-off sheet must be a permanent attachment to each contract/purchase order file.

Figure 2-1. Invoice Processing Check-Off Sheet

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**PURCHASE ORDER LOG**

DOCUMENT NUMBER	NOMENCLATURE	U/I	QTY	UNIT PRICE	TOTAL PRICE	VENDOR	STATUS

Figure 2-2. Purchase Order Log

FOLLOW-UP/TRACKING LOG			
DOCUMENT NUMBER: _____			
DATE	ACTION TAKEN	STATUS	REMARKS

Figure 2-3. Follow-up/Tracking Log

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## 2304 GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD PROGRAM

Section 11 of this instruction provides guidance on the appropriate use of the government-wide commercial purchase card by MOMAG personnel. The policy of COMOMAG is to use the purchase card for purchases not exceeding \$2,500. The CO/OIC shall manage the program to ensure that all transactions comply with applicable directives.

## 2400 REQUISITION STATUS

1. To keep requisitioners informed as to the action being taken on their requests, MILSTRIP provides for status data to be provided by processing activities in response to the media and status (M&S) code, which is a mandatory entry in the requisition. See reference (a), Appendix 16. MILSTRIP status is categorized as follows:

- a. Exception status
- b. 100 percent supply status
- c. 100 percent supply status plus shipment status
- d. Exception status plus shipment status

2. Exception Status. Any of the following supply decisions, made either alone or in combination, by a stock point will be the basis for exception status:

- a. Material obligation
- b. Procurement for direct delivery
- c. Partial issue and partial other action
- d. Substitution
- e. Change of unit of issue, stock number, cognizance symbol
- f. Requisition returned for specific cause
- g. Referral order
- h. Cancellation acknowledgment

i. Any circumstance that indicates that issue may not be made within the timeframe established for the priority indicated on the requisition.

3. 100 percent Supply Status. 100 percent supply status provides information on every action taken by the supply source on the



requisition, including release of material for shipment, but not including bill of lading numbers or mode of shipment.

4. Shipment Status. Shipment status consists of advice of shipment including the date of shipment, shipment mode, registration number on registered parcel post shipments, transportation control number or bill of lading number, and date available for shipment (United States except Alaska and Hawaii) or port of embarkation (Alaska, Hawaii, and overseas).

#### 2401 TIMEFRAMES FOR FURNISHING STATUS

1. Supply Status. When requested by the M&S code in a requisition, any supply source that processes the requisition is required to provide supply status to the appropriate addressees within the following timeframes:

a. PD 01-08 requisitions - within 48 hours after receipt of the requisition/follow-up.

b. PD 09-15 requisitions - within five working days after receipt of the requisition/follow-up.

c. Material obligations released for supply action - within 24 hours after release.

2. Shipment Status. When requested by the M&S code in a requisition, the supply source that releases the requisitioned material for shipment will provide shipment status to the appropriate addressees within the following timeframes:

a. PD 01-03 requisitions - within 24 hours after material is released to the carrier or after receipt of a follow-up.

b. PD 04-08 requisitions - within 48 hours after material is released to the carrier or after receipt of a follow-up.

c. PD 09-15 requisitions - within three working days after material is released to the carrier or after receipt of a follow-up.

#### 2402 METHODS OF PROVIDING STATUS

Status will be provided by data pattern or mail, depending on the media & status code indicated in the requisition. Activities normally request and receive message status on priority 01-08 requisitions and mailed status on priority 09-15 requisitions. Message status will be in narrative form if received directly from the originator, or in data pattern if received via DAAS. Refer reference (a). Regardless of how the status is received each document, especially the status code, must

be carefully reviewed to ensure any required action is taken before the status document is attached to the material outstanding file copy of the related requisition.

#### 2500 REQUISITION FOLLOW-UP/CANCELLATION

1. There are four types of follow-up documents, each of which is distinguished by a specific document identifier code as follows:

a. An "AF\_\_" document is submitted only to request the current status of a requisition.

b. An "AT\_\_" document is submitted to request the current status of a requisition and is to be processed as a requisition if the supply source has no record of the previously submitted requisition. The use of "AT\_\_" document is mandatory when no supply status has been received and no previous "AC\_\_" cancellation request has been submitted.

c. An AFC document is submitted to request action to improve the estimated shipping date (ESD) when an unsatisfactory ESD is indicated in a supply status document received from the supply source.

d. An AFY document is submitted to request the DODAAC of the initial (origin) transportation shipping activity.

e. Although not a "requisition follow-up" document, there is also an AFT document, which is submitted to request tracer action on an overdue shipment when the shipment status document indicates that the material was sent by either insured, registered, or certified mail. Refer reference (a).

#### 2501 METHODS OF FOLLOW-UP

Follow-up requests may be submitted by message or by mail. Refer to reference (a). When all necessary information in each related requisition or status does not exceed 66 card columns of data, the preferred method of follow-up is submission to Defense Automatic Addressing System (DAAS) via DAAS Automated Message Exchange System (DAMES) for re-transmittal to the appropriate supply sources. Follow-up requests will be submitted to the last activity known to hold the requisition. The retained copy of the follow-up will be annotated with the date the follow-up is submitted and filed with the retained copy of the requisition in the material outstanding file (MOF).

#### 2502 FOLLOW-UP PROCEDURES

1. The status of requisitions in the material outstanding file (MOF) will be reviewed periodically to ensure that, when necessary, timely follow-up action is initiated. The status of priority 01-03 requisitions should be reviewed daily; the status of priority 04-08 requisitions should be reviewed weekly; and the status of priority 9-15 requisitions should be reviewed at least monthly, preferably in conjunction with processing MOV requests.

2. Follow-Up Restrictions. The fact that material has not been received by the RDD or SDD is not necessarily a valid reason for initiating a routine follow-up. For example, if the ESD entered in BB or BV status has not yet passed; repeated follow-ups would serve no useful purpose, as the same status as that previously furnished would be provided again. Pertinent MILSTRIP restrictions relative to follow-up are as follows:

a. Status Not Requested. When no requisition status has been requested, a follow-up may be submitted only after the RDD or SDD has passed.

b. Requested Status Not Received. When requested status has not yet been received, follow-ups on priority 01-08 requisitions may be submitted only after three days have elapsed since the requisition submittal date or previous follow-up date. Follow-ups on priority 09-15 requisitions may be submitted only after at least seven days have elapsed since the requisition submittal date or previous follow-up date.

c. Requested Status Received. When requested status has been received, a follow-up may be submitted after the RDD or SDD has passed. If the status reflects an ESD indicating that material will not be supplied by the RDD or SDD, a follow-up may be submitted only after the ESD has passed and an adequate timeframe for transportation has expired. When the ESD has passed, the transportation timeframes considered adequate for follow-up purposes are listed in Table 2-3.

Table 2-3. Transportation Timeframes for Follow-Ups

Requisition Priority Designator	CONUS (excluding Alaska, Hawaii) and Canada	Western Pacific, Persian Gulf, Red Sea	Other Areas
01-03	3 days	8 days	7 days
04-08	6 days	11 days	10 days
09-15	13 days	80 days	63 days

d. Request for Improved ESD. The above instructions are not applicable to follow-ups for requesting an improved ESD, i.e., document identifier AFC, in as much as an AFC document may be submitted as soon as it is determined that an ESD indicated in a status card is unsatisfactory. An AFC document will result in a computer generated notice to the requisition holder to conduct a manual review of the requirement, to undertake all available actions to expedite procurement and delivery of the material, and to advise the requisitioner of the earliest possible ESD. AFC documents are authorized only for priority 01-08 requisitions and may be submitted only if the material is definitely required prior to the ESD indicated in the status card.

e. Request for Supply Assistance. Supply assistance may be requested for priority 01-08 requisitions with status reflecting an ESD that indicates that material will not be supplied by the RDD or SDD. A request for supply assistance may be submitted by message, letter, or telephone to the appropriate supply source. Strict adherence to the message format outlined in reference (a) when dealing with DLA or other services/agencies will provide them with all the information needed for expediting the requirements and is the easiest for their personnel to understand. It is especially important to use the subject line of "MILSTRIP Supply Assistance Request" and place the document numbers in the first paragraph. Avoid the use of strictly naval terms such as "CASREP" or "SITREP". Also avoid giving DLA or other services/agencies extra information not required for expediting, such as NMCS hours, aircraft numbers, production hours, and down time.

3. Material Shipped But Not Received. Submittal of MILSTRIP follow-up documents (DI AF\_\_, AT\_\_, or AFC) is not authorized when shipment status has been received, even if the material is not received within the timeframe allowed for transportation. Submittal of such follow-up documents will only result in the receipt of another shipment status card that duplicates that previously provided. If shipped material is not received within the transportation timeframes, and if the activity is located in an area in which timely material deliveries can normally be expected, action will be taken in accordance reference (a). If the receipt shortage involves a DLR or controlled equipage item, prepare and process a survey in accordance with reference (a).

#### 2503 FOLLOW-UP DOCUMENTS PROCESSED AS REQUISITIONS

When status requested in a requisition has not been received and the SDD or RDD has passed, it is possible that the requisition may not have been received by the supply source, or that it may have been lost in processing. In such cases, a document identifier in the AT\_ series (in lieu of the AF\_\_ series) must be used in the follow-up document. If the supply source has no record of the requisition, or has received BF status as a result of an AF request, the AT\_\_ document will be accepted and processed as a requisition.

#### 2504 FOLLOW-UP ON REQUISITIONS WITH SHIPMENT STATUS

When the shipment cannot be located or traced using information received in the initial document identifier AS\_ shipment status, a document identifier "AFY" follow-up should be submitted to the supply source to request the DODAAC of the initial (origin) transportation shipping activity for tracing shipments under MILSTAMP. Processing points in receipt of an AFY follow-up will provide a document identifier "ASY" response containing the DODAAC of the initial transportation shipping activity. If the processing point is unable to provide the DODAAC information, the AFY follow-up will be rejected with document identifier ASY response containing status code "DY" in card columns 65-66. The message follow-up will be prepared in accordance with reference (a).

#### 2505 WHEN CANCELLATION IS TO BE REQUESTED

1. A requisition may be canceled by the requisitioning activity, supplementary addressee, or the activity designated by the first character of the distribution code. Except in circumstances described in reference (a), chapter 3, cancellations will be requested regardless of the money value of the material when:

- a. The activity has been scheduled for inactivation;
- b. The requirement for the material no longer exists; or
- c. The activity expects to deploy before the material is expected to be received, and transshipment is not desired. Transshipment of subsistence, fuel, lubricants, resale clothing, ships store stock, and general use consumable items will not be requested unless it is definitely determined that such material will not be available in the deployed area.

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#### 2506 WHEN CANCELLATION IS NOT TO BE REQUESTED

1. Cancellation of outstanding requisitions will not be requested when shipment status has been received indicating that the material has been:

a. Mailed

b. Shipped by air to an aerial port of embarkation (APOE) 10 days prior to discontinuance of the requirement

c. Shipped by surface transportation to a water port of embarkation (WPOE) 45 or more days prior to discontinuance of the requirement.

#### 2507 CANCELLATION REQUESTS

Requests for cancellation of outstanding requisitions for material no longer required may be submitted by DD Form 1348 or by message as appropriate. DD Forms 1348 and messages prepared in accordance with reference (a) will be submitted directly to the last known holder of the requisition. The retained copy of the cancellation request document will be annotated with the submittal date of the request and will be attached to the hardback copy of the related requisition in the Material Outstanding File (MOF).

#### 2600 MATERIAL OBLIGATION VALIDATION (MOV)

1. A material obligation represents that unfilled quantity of a requisition that is not immediately available for issue to the requester, but is recorded as a commitment against existing or prospective stock dues or direct deliveries from vendors. Material obligations are considered overaged for validation purposes when priority 01-08 requisitions have been outstanding more than 30 days past the requisition date, or when priority 09-15 requisitions have been outstanding more than 75 days past the requisition date. Frequent reviews ("internal" MOV) should be made of the MOF to ensure all outstanding requisitions are valid requirements. The "internal" MOV will enable the activity to initiate the cancellation of invalid or excess requirements prior to the quarterly scheduled ICP generated MOV cycle. Continuous "internal" MOVs will result in better requisition file maintenance and will also provide a good start on the quarterly MOV cycle. Inventory managers will forward MOV requests for overaged material obligations centrally held to the Defense Automatic Addressing System (DAAS) within five days of the cut-off date of each MOV cycle. The purposes of MOV requests are:

a. To ensure overaged material obligations reflected in the inventory managers records agree with the material outstanding records of the requisitioning activity.

b. To determine whether requirements for the material still exist and, if so, whether the total quantity requested is still required.

c. To determine whether the priorities assigned in the requisition are still valid.

#### 2601 MOV SCHEDULE

Material obligation validations will be conducted quarterly in accordance with the schedule listed in Table 2-4. The ICP is required to transmit MOV requests to DAAS within five days of the cut-off date of each MOV cycle.

Table 2-4. MOV Schedule

MOV cycle	Supply source cutoff date for MOV requests	Supply source must receive MOV responses by
1	20 January	5 March
2	20 April	5 June
3	20 July	5 September
4	20 October	5 December

#### 2602 MOV REQUESTS

1. MOV batches are created by the ICP based on the M&S code in the requisition. DAAS forwards these batches based on the UIC contained in the AN9/ANZ MOV Control Transaction. All MOV requests forwarded to each activity will be accompanied by an MOV Control Card (AN9) for acknowledging receipt to the ICP via DAAS. Refer reference (a).

2. Formats of MOV Requests. The MOV request format are outlined in Table 2-5.

#### 2603 ACKNOWLEDGEMENT OF RECEIPT OF MOV REQUESTS

1. The MOV Control Card (AN9) information must be verified with what has actually been received. If the number of batches and number of AN cards do not match the control card (AN9), follow directions provided in reference (a). Receipt of a MOV request must be acknowledged promptly by transmitting DI AP9 to DAAS by message in the format provided in reference (a).

2. Defense Automatic Addressing System (DAAS) Office. DAAS will transmit an individual service message to each MOV customer who was sent MOV documents. The DAAS message will cite the following:

- a. The routing identifier code (RIC) of the activity originating the MOV documents.
- b. The applicable DAAS method of transmission and dates.
- c. The instructions to be followed in the event that MOV data are not received within 18 days of the DAAS transmission date.

Table 2-5. MOV Request Format

CCs	Data Element	Explanation
1-3	Document Identifier	Appropriate code to indicate the recipient of the MOV request; AN1 for requisitioner, AN2 for supplementary addressee, AN3 for CC 54.
4-6	Routing Identifier	Appropriate code to indicate the supply source initiating the request.
7	Blank	(Recipient of request is indicated by the third digit of document identifier.)
8-22	Stock Number	NSN, NICN, or part number of the item for which MOV is required (the item identification number should agree with that in the most recent status card).
23-24	Unit of issue	Unit of issue applicable to the item in CC 8-22.
25-29	Quantity	The unfilled quantity of the material obligation which is being validated.
30-43	Document number	Same as requisition.

3. Non-Receipt of MOV Cards. Each activity receiving a DAAS message will determine if the MOV documents have been received within 18 days of the transmission date cited by DAAS. If batches are not received during this timeframe, submit the DOC ID APX to DAAS, Dayton, Ohio to request retransmission of individual batches.

4. Follow-Up MOV Package. Activities in receipt of a follow-up MOV package should pay particular attention to the response due date and if unable to comply take action in accordance with reference (a).

#### 2604 VALIDATION OF OUTSTANDING REQUISITIONS

MOV requests will be compared with the related requisitions in the MOF to reconcile any differences between data entries in the requisitions and MOV requests. Each outstanding requirement for which an MOV request has been received will then be validated to determine whether the total quantity is still required or whether the total quantity or a partial quantity can be canceled. Quantities will not be increased nor priorities upgraded in the validation process. During the review, the documents should be separated into two categories, those that may be partially or totally canceled and those for which the original quantity ordered is still required. After the validation has been completed, each validated requisition document in the MOF will be



annotated or stamped as follows: "Validated (routing identifier of the originator of the MOV request) MOV request of (Julian date of the MOV request)".

#### 2605 RESPONSE TO MOV REQUESTS

1. A response to a MOV request must be received by the requesting activity via DAAS by the reply due date entered in card columns 75-77 of the MOV request AN\_\_ documents, except when suspension has been requested in accordance with reference (a). The reply due date is established as the fifth day of the second month following the cut-off date entered in card columns 71-73 of the MOV request AN\_\_ documents. Only one message should be submitted per MOV cycle.

2. Upon completion of the validation of outstanding requisitions, a response will be transmitted to DAAS via message (responses will not be mailed). MOV responses are authorized for transmission during "MINIMIZE". For those documents that can be partially or totally canceled, the AP\_\_ response will be prepared. The quantity field, cc 25-29, will indicate the quantity still required, not the quantity being canceled. For example, if the total quantity is being canceled, the quantity in cc 25-29 will be 00000. If the quantity is being reduced from five to two, the quantity in cc 25-29 will be 00002. For those documents that are still valid for the original quantity shown on the MOV document, there is no individual response required. A single MOV Certification Card (DI "BMV") will be included as the last line of the message to validate all documents not included as AP\_\_ cancellations. The message will be prepared in standard MILSTRIP format.

#### 2606 OVERAGED REQUISITIONS FOR WHICH MOV REQUESTS NOT RECEIVED

When comparing MOV requests with related requisitions in the MOF, it may be discovered that MOV requests have not been received for some overaged requisitions which, based on the most recent status attached, are being held by the MOV originator. In such cases, follow-up or cancellation action (as appropriate) will be initiated in accordance with reference (a).

#### 2607 CANCELLATION OF REQUISITIONS

When the recipient of MOV request documents responds with requests for cancellation of items or reductions in quantities, the material obligation holder will confirm each item or quantity cancellation with a reply to cancellation request indicating status code BR (cancellation authorized in response to a MOV request). Funds will not be deobligated until confirming cancellations are received from the requisition holder. Material obligation holders will

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automatically cancel material obligations when no response to MOV requests or no requests for suspension of automatic cancellation action have been received by the response due date, provided that acknowledgment of receipt of MOV requests has been received. In such circumstances, the material obligation holder provides cancellation notification to the appropriate activity (document identifier in the AE\_\_ series) indicating status code BS.